4.

1904 1904

For

LAURIER

and a

Greater Canada

Committeemen's Book

and

Instructions for Agents

(Scrutineers)

Electoral District of.....

Municipality of.....

Polling Sub-Division No.

Mr. .....

Canvassing Committeeman.

LP
F5012
1904
L69P

By Section 10, sub-Section 4, Dominion Franchise Act, candidates at the last Dominion election are entitled, free of charge, to 20 copies of the Voters' Lists for their ridings from the King's printer, Ottawa, Ont., and by sub- Sec. 5, any person may secure copies of said lists, or for one polling division, at a price not to exceed ten cents for each copy for a polling division.

By Section 5, Sub- Section (c), the Voters' Lists to be used for the several polling divisions in a Dominion election shall be the lists "which, on the sixtieth day next preceding the day fixed for nomination..... ...were in force, or were last in force... .....for the purpose of Provincial elections."

By Section 9 provision is made for registration in towns and cities, and for lists in unorganized districts when not regularly prepared. If the lists for the year in which the election is held have not been certified to 60 days before the nomination day, then the lists of the previous year are the lists used. In an election there may be lists of the current year used in some municipalities or polling divisions, and in other municipalities or polling divisions in the same riding the previous year's lists may be used.

The basis of the Voters' Lists as printed at Ottawa are the lists as printed by the various municipalities and subsequently revised. It is, therefore, essential to carefully examine the lists as printed at Ottawa, comparing them with the lists as finally revised in the municipalities or polling divisions. When the list for any municipality is finally revised and certified to, the Clerk of the municipality sends a copy of such list to the Clerk of the Peace (usually in Ontario the Crown Attorney), and retains a copy himself. Now, such lists as finally revised are not printed either by the Clerk of the Municipality, the Municipal Council, or the Clerk of the Peace.

Certified copies of the lists are sent by the Municipal Clerk to the Clerk of the Peace and by the latter to the Clerk of the Crown in Chancery, who transmits them to the King's Printer, who in turn prints some at Ottawa and the remainder at various offices throughout the country.

It would be strange, indeed, if in all these movements, differences of handwriting, proof-reading, &c., &c., &c., no mistakes occurred either by way of omissions, misspelling or other error. The lists as printed by the Municipal bodies do not as a rule contain the corrections made by the County Court Judges, but these corrections must appear on the lists as printed by the King's Printer, Ottawa.

Copies of the lists should be had from the King's Printer at once and compared with the lists in the hands of the municipal clerks and the lists as in the hands of the Clerks of the Peace and all errors or omissions brought officially to the notice of the Clerk of the Crown in Chancery by the Clerk of the Peace who is the only and proper official to do so, (See Sec. 10 Dominion Franchise Act.)

Any omissions should be inserted for there is no such thing as a tendered ballot in a Dominion Election and althrough the misspelling of a name does not "spoil" the vote yet it creates great annoyance and the voter leaves in disgust without casting his ballot. No one can vote (except a few specially classed by section 6 Dominion Franchise Act) unless his name is on the list as furnished to the deputy returning officer through the returning officer from the Clerk of the Crown in Chancery or King's Printer. (See Section 10 and sub-sections.)

The Organization of a Polling Sub-Division.

The basis of organisation in an election campaign is the polling sub-division. If each committee in all the polling sub- divisions in the constituency is well managed, if the work is conducted in a busi-

ness-like and systematic way, then the results are sure to be most satisfactory for the candidate in whose interest the committee is working. The experience of those who have had to do with work of this kind is that it is absolutely essential to obtain the services of some active, energetic and intelligent man who will take charge of the polling sub-division under the direction of the committee at headquarters, (or the organiser of the work, if the management is in the hands of one man as is often the case.)

The formation of the committee; A member of the party who is active in the polling sub-division should get together not only the active workers, but every one else who can be induced to take a cordial part in the work. Experience shows that in an ordinary polling sub-division, if ten good men can get together, they can do good work. This is almost an invariable rule. There is no man without influence. The best way to get the committee together in country places, is for the chairman of the polling sub-division, or some other active worker, to drive over the division, calling on all the party men, and making a special request for them to attend at some convenient place at a stated time. Another method is to send by post notice to each, calling them to meet at a certain time and place. Having got the committee together, the chairman and other officers should be appointed. The chairman should be a man who can give the most time and takes the greatest interest in the work in that division, and whose standing is such that his intimate connection with the organization will inspire others to take hold of the work.

If a notice by post is sent something similar to the following form can be used:

.....

MY DEAR SIR,—

You are specially and cordially invited to attend a meeting at .....on.....day the.....day of..... ....., at 7.30 p.m.

It is very important that you should be present, for matters in connection with the next general election will be taken up. Kindly enlist the services of as many of our friends as possible in the work, and do not fail to attend the meeting above announced.

Yours very truly,

.....

To..... .....

.....P.O.

Who May Vote.

(N. B.—These provisions are applicable to the Province of Ontario only.)

GENERALLY SPEAKING, ALL MALE PERSONS 21 YEARS OF AGE, AND BRITISH SUBJECTS BY BIRTH OR NATURALIZATION, AND BELONGING TO THE CONSTITUENCY AND WHOSE NAMES ARE ON THE VOTERS' LIST, ARE ENTITLED TO VOTE IN A DOMINION ELECTION. BY A JUDGMENT OF THE COURT OF APPEAL A VOTER MAY BE TEMPORARILY ABSENT WITHOUT BECOMING DISQUALIFIED, UNLESS HE HAS LEFT HIS RESIDENCE INTENDING NEVER TO RETURN.

He cannot vote in more than one Riding and he cannot vote more than once in the Riding no matter in how many places he may be assessed.

He need not own property or be a tenant or occupant.

Lumbermen, mariners, fishermen and students are also entitled to vote though absent almost continuously.

The Conservatives in many places keep on names of persons, on

Parts I., and III., of the list, long after such persons have left and gone forever. They keep them on as farmers' sons, joint owners, joint tenants, etc., etc., and vote them. They also vote resident aliens and persons under age in the same way. These names should not have been allowed upon the list and it shows a lack of care on the part of Liberals. They cannot legally be placed on the parts of the lists indicated and they should and can be kept off the lists. LET ALL LIBERALS BE ON THE ALERT AND AT THE POLLING BOOTH SWEAR ALL SUCH WHOSE NAMES MAY HAVE BEEN SLIPPED UPON THE LIST.

In the South Perth Provincial election trial in 1898, it was contended by the petitioners that certain persons who had voted were aliens, others were non-residents and some were not twenty-one years of age, and that these votes should be disallowed on a scrutiny. The presiding judges held that there could be no scrutiny of these votes, and that these persons having voted, no evidence of their disqualification could be admitted. As a consequence, the votes of persons whose names should not have been put on or allowed to remain on the list were counted for the Conservative candidate. The result of this decision is that where a person's name is on the list and he votes whether he has been sworn or not there is no remedy. The vote is counted. IF SUCH PERSONS TAKE THE OATH THEY ARE, HOWEVER, LIABLE TO CRIMINAL PROSECUTION FOR PERJURY, AND SHOULD BE WARNED BEFORE GOING TO THE POLLS OF THE CONSEQUENCE OF TAKING THE OATH.

Indians.

"Enfranchised Indians" may vote or be put on the Lists without property qualification (but there are not more than four "enfranchised Indians" in the Province.)

Unenfranchised Indians, not residing among Indians, or on an Indian Reserve where there is an assessment roll, if assessed for $200 in towns and $100 in villages and townships if entered on the List and having the other qualifications, may vote whether they participate in the annuities or not.

Where there is no assessment roll unenfranchised Indians may vote, if they do not reside among Indians or on an Indian Reserve and do not participate in the Indian annuities and if they have the property qualifications as above mentioned and the other qualifications necessary in case of a manhood franchise voter.

Cannot Vote.

The following are disqualified from voting at elections for the Dominion House of Commons:—

(a) Any person who at the time of making the assessment, Voters' List, or of voting is a prisoner in a goal or prison undergoing punishment for a criminal offense.

(b) Any person who at any of the times mentioned is an inmate receiving charitable support in a Municipal Poor House or House of Industry, or in a charitable institution receiving aid from the Province.

(c) The Returning Officer, Judges, Election Clerk or paid agents of any of the candidates or any person previously disfranchised for corrupt practices.

May Vote for Dominion Candidates.

N. B.—Under the Dominion Franchise Act, 1898, notwithstanding anything contrary in the Provincial Act, the following persons shall be entitled to vote at an election for the Dominion House of Commons:

(a) The holder of any office or

(b) Any person employed in any capacity in the public service of Canada or of the Province or

(c) Any person belonging to or engaged in any profession, calling, employment or occupation or

(d) Any one belonging to any other class of persons who although possessed of the qualifications generally required by the provincial law, are by such law declared to be disqualified by reason of their belonging to such class.

If their name has been omitted from the voters' list they may vote on taking the oath on election day in the polling station to that effect.

How to Report.

The committee should report to the secretary for the riding somewhat according to the following headings. Blank forms will be supplied for this purpose:—

Polling Sub-Division.....
Municipality .....
Electoral District .....
Chairman and Secretary of Committee .....
Number attending Committee .....
Number of Names on List .....
Number not qualified to vote, Deadmen and Repeaters.....
Number of Positive Liberals .....
Number of Positive Conservatives .....
Number of Doubtfuls .....
Number of Rigs Required .....
Number of Rigs Volunteered .....
Names of Inside Agents .....
Names of Outside Scrutineers .....
Names of those not Qualified to Vote, giving addresses as given on Voters' List .....
Names of Doubtful Voters giving Occupation and Addresses ..
Names of Electors to be personally canvassed by the Candidate, giving Occupation and Addresses .....
Signed .....Chairman.....Secretary.

Hints on Organization.

It is earnestly requested that these instructions be followed so far as the local conditions allow. The organization outlined is not intended to supersede or interfere with the Liberal Associations of the Ridings. These continue as usual, but every Liberal must see the necessity for careful organization for the election. There are men in each Electoral District who, though they cannot give the time to the details of organization, are ever on the alert for the good of the cause, and besides receiving reports from the committees, the candidate would do well to consult and advise with these men.

Liberalism and Good Principles.

The suggestions herein contained are issued for the use of friends of, and workers on behalf of, the Liberal party, as an aid to systematic organization and for convenience these hints are given under different heads, so as to correspond with the various steps in organization.

First Step.

1. The Secretary or other officer of the Liberal Association for the Electoral District should secure six or more copies of the last revised Voters' List for the riding.

2. The voters' lists can be secured upon payment for the same from the King's Printer, Parliament Buildings, Ottawa, Ont. Can-

didates, at the last election, are given twenty copies of the voters' lists for their Electoral District, free.

3. The list for each Polling Sub-division should be pasted in a book about the size of this handbook.

4. Of the copies secured, one complete set should be prepared for the Candidate, another for the Secretary or whoever may have general charge of the campaign.

5. The chairman and secretary in each Polling Sub-division should each have a copy (pasted in a book) of the voters' list for such Polling Sub-division and extra copies should also be to hand for the committeemen. The statement of the boundaries of the district, and the post-offices, should be also pasted in the book.

Organization.

6. Copies of the last revised Voters' Lists having been secured and prepared as above stated, the next important step is thorough organisation.

7. Some one in the constituency should be appointed as Central Secretary, or Manager, and held responsible for the work of organisation. HE SHOULD HAVE FOR HIMSELF A BOOK WITH THE LISTS FOR THE WHOLE RIDING ENTERED ALPHABETICALLY FOR EXAMPLE: THE FIRST PAGES SHOULD HAVE ALL THE NAMES BEGINNING WITH "A" AND WHEN PASTING THESE IN THE MUNICIPALITY AND POLLING DIVISION SHOULD BE MARKED ON EACH PART AND SO ON WITH EACH "CHUNK" OF "A's," THE SAME WITH THE "B's," ETC. WHEN A VOTER CALLS AND GIVES HIS NAME, NO MATTER WHAT PART OF THE RIDING HE IS FROM, THE SECRETARY CAN IN A MOMENT TURN UP THE ALPHABETICAL LIST AND INFORM THE MAN THE MUNICIPALITY AND POLLIGN DIVISION WHERE HE VOTES, AND AFTER THE POLLING BOOTHS ARE FIXED HE CAN TELL THESE.

8. The Secretary or Manager, immediately upon preparing the lists for the workers, should have a meeting called for each Polling Sub-division, and word should be sent direct to all friends of the cause to attend.

9. Notices of the meeting should be given direct, or by letter or printed circular about twice the size of this page.

10. For each Polling Sub-division, an active Committee, with a chairman and secretary for each, should be appointed.

11. The general Secretary or Manager should be careful to enter in his book the names and addresses of such officers, and when the organization for the Riding is complete he will have good men to correspond with in every Polling Sub-division.

12. Before the close of each organization meeting the Manager should go over the instructions with the members of the Committee, and impress upon each the necessity of constant attention to canvassing.

13. If the Polling Sub-division from any cause requires the formation of more than one Committee, it should be sub-divided, and a certain portion of it assigned to each Committee, the Voters' List for the Division being in like manner apportioned.

Canvassing.

14. Copies of the Voters' List having been given to the workers, the names should be carefully gone over, and an endeavor made to classify the voters under these heads:

(a) THOSE CERTAIN TO VOTE FOR OUR CANDIDATE (none should be so marked without good reason; there is no more fatal error committed than ASSUMING without KNOWING that an elector is favorable).

(b) Those whom it is useless to canvass and may be put down AGAINST US. (Here again it is well that doubtful voters should be seen before being put down as against us.)

(c) THE DOUBTFUL.

(d) THE NON-RESIDENTS.

(e) Those classed "Doubtful" should be assigned to one or more of the friends who have most influence over them, and these men should make it their business at once to call and see the doubtful electors. It is often the doubtful elector who in close ridings settles the fate of the election.

15. The names of non-resident voters should be sent to the Secretary or Manager for the Riding, and care should be taken to note if such are friendly or not. Their new places of residence should be carefully given, and other information which may be necessary to locate them.

16. The Secretary or Manager should see to it that Committees settle down to their work, that the canvassers are zealously performing the duties they have undertaken, are making a business of seeing the electors whom they have undertaken to see, and are in every way promoting the success of the candidate.

(a) The Committee should, however, meet from time to time, again scrutinize the list, receive reports from the canvassers, note the result and ascertain how the work goes on. The returns (furnished for the purpose), should be filled up and sent to the Secretary or Manager, thus from time to time BRINGING DOWN THE RESULT OF THE CANVASS TO THE EVE OF THE DAY OF NOMINATION.

17. N. B.—The result of the canvass either in the Polling Divisions or for the Riding should not be made generally known. This information should be kept for the Chairman and Secretary, and the Secretary or Manager and Candidate.

(b) During the canvass it will happen that some considered at first "certain" for or against, may be found, or it may be rumored that they are wavering. Immediate steps should be taken to have these seen to, ascertain the cause of their supposed change of feeling, and to endeavor, if they have been hitherto classed as on our side, to recall them to their allegiance; if hitherto against us, to show how righteous is the light which is at length dawning upon them.

(c) By Nomination Day the Secretary or Manager for the Centre Organisation should have returns made up to the last practicable hour, showing the result of the canvass so far.

After Nomination.

18. The hard work of the campaign takes place, after Nomination and before Polling Day, AND NOT AN HOUR IS TO BE LOST AFTER NOMINATION DAY IN REVISING THE WORK. WHAT IS THE WORK THEN TO BE ATTENDED TO? It is the special business of the Secretary or Manager to know this. He should by this time have reports from every Polling District.

19. The list of voters which each committee is charged with seeing after should once again be carefully gone over, for the purpose of ascertaining whether every voter, and more especially those considered doubtful, has been seen by some person who can speak positively as to what the doubtful man's feelings are; and if he is still undecided, another effort should be made to bring him around to support our candidate.

20. For this purpose one or more who possess the most influence over him should undertake the duty of seeing the dubious elector.

21. Next, INSIDE AGENTS AND OUTSIDE SCRUTINEERS should be appointed, two for each, four in all; and the written authority of the Candidate should be obtained for the Agents.

(a) If for any reason it is desirable that the services of an experienced Agent should be obtained for any particular polling Sub-division, application should be promptly made to the Secretary or the Candidate.

22. The list of voters should then be gone over and marked with the letter "S" opposite the names of those who are to be sworn.

23. One list of voters should be handed to the Agents and one to the Outside Scrutineers. Upon the latter the names of those who are expected to vote for our Candidate should be marked, as it is the duty of the Outside Scrutineers, on the day of polling, to see that the voters who have not voted are sent after.

24. BUT MOST IMPORTANT OF ALL, PROVISION MUST NOW BE MADE FOR BRINGING THE VOTERS TO THE POLLS ON THE POLLING DAY.

(a) A little careful consideration now by the Committee will prevent much confusion, loss of time and unnecessary driving on Polling Day, and may determine the election in our favor.

(b) There are many ways in which the arrangements for bringing the voters out may be made, and these are but suggestions. Ascertain who can bring out their teams, and let the man who takes out his team bring with him all the electors who live on the road he has to travel in coming to the poll.

(c) Try and so arrange it that every man will be brought to the polls by one of those having a team as he himself comes to the poll, so that it will not be necessary to drive back again, perhaps over the same road that he has already travelled, in order to bring a voter who might just as well have been brought out at first.

(d) Every elector who has not a team or is unable to take it out should be assigned to the care of some one who has, in order to make certain that his vote will be polled.

(e) And a list of those to be brought by a particular person should be made out and handed to him.

(f) Let the weather be fair or stormy, every vote should be polled.

25. The non-resident voter should, if not already seen to, be without more loss of time, looked after.

26. The canvass should be briskly kept up, and our Candidate's meetings, or meetings at which our Candidate is to be represented, should be attended by all our friends.

27. The work of getting out the voters should be specially assigned to the committeemen, each to be given a card with the names of the voters he is expected to look after and see that they get to the polls.

28. THIS DIVISION OF WORK SHOULD BE DONE AT A MEETING A FEW DAYS BEFORE POLLING, SO THAT EACH COMMITTEEMAN COULD CALL ON HIS LIST OF VOTERS AT LEAST THREE DAYS BEFORE POLLING, SO AS TO KNOW WHERE TO GET THEM ON ELECTION DAY.

29. It is illegal to wear party badges, ribbons or labels, at any time within eight days before the day of election or polling.

30. As to who may vote, see above.

Appointments of Agents.

31. During the week before polling day two intelligent persons for each polling district should be appointed to act as agents at each polling station. If Deputy Returning Officers, Poll Clerks or Agents have to be at a Polling booth where they are not entitled to vote, they must procure from the Returning Officer a certificate entitling them to vote. A form of certificate is to be had from the Returning

Officer. Without this certificate they cannot vote. The agents should be appointed by written authority, but if no agents have been appointed by the Candidate, any two electors friendly to him can undertake and perform the duties.

32. These agents are to act in the polling booth, and they should make themselves perfectly familiar with the contents of these hints. They should be furnished with a copy of the Voters' List; and on this list the names of those who are to be objected to and sworn should be marked. The agent, therefore, would as a general thing only have to insist on the oath being administered.

33. No more than two agents for the same Candidate shall have the right to vote at a Polling Station. Insist positively on this or you will find several non-voters will be voted. Remember this.

Objections to Voters.

34. The chief grounds for objections may thus be summarized:

(*a*) That the person presenting himself is not the person named, but is *personating some elector*. If the agent is not satisfied of the indentity of the person tendering himself as a voter (and one at least of the agents should be well acquainted with all the electors of te Polling Sub-division), he should require that he be sworn.

(*b*) That he is not of age.

(*c*) That he is not a British subject.

(*d*) That the voter is engaged or performed services in connection with the election for which he has been paid or expects to be paid or rewarded.

(*e*) That he is suspected to have been bribed, or has bribed someone else.

(*f*) That his travelling expenses have been paid or promised.

(*g*) That his team has been hired.

(*h*) That he has already voted in this or in another Polling Division.

(*i*) If he asks to vote as an agent and two agents of the same Candidate have been admitted to the Polling Station, he must be rejected. Insist on this and do not allow such a vote to be cast even though a certificate be presented.

35. All but the first of these grounds of objection should be considered before polling day, and the Voters' List marked with the letter "S" before the name of each person who is to be sworn. The Agent, however, will have to be guided by circumstances as to who else should be sworn beyond those so marked.

36. It is very important that inside scrutineers (agents) should be vigilant from the opening of the polls until the ballots are counted and sealed by the Deputy Returning Officer.

37. Do not neglect to procure from the Deputy Returning Officer his signature to the printed form giving a statement of the number of ballots cast for each candidate.

38. Take the oath of secrecy before polling day, and hand your appointment as agent to the Deputy Returning Officer before the poll is formally declared open.

Outside Scrutineers.

39. One or two persons, each provided with a Voters' List, should be stationed at the entrance of the polling booth, so as to keep track of those who have voted. Their names should be at once erased and those scrutineers should, as electors come up, mark the names of voters to be hunted up and brought to the poll.

40. The success of our Candidate may depend upon how this work is done. No time should be lost in securing and bringing the voters to the poll. A VOTE BEFORE TWELVE IS STILL EQUAL TO TWO VOTES AFTER TWELVE.

41. Scrutineers as well as agents should be on the ground before eight o'clock in the morning, an hour before the poll opens. On no account should both the scrutineers, either inside or outside, be away from their place during the day; one at least must remain and his lunch should be brought to him.

42. Outside scrutineers do not require certificates.

43. Any person who presents himself claiming the right to vote on the Returning Officer's certificate on the pretence that he is acting as agent for the opposing Candidate should, before being allowed to vote, be sworn, as in many cases persons who would not dare to present themselves to vote where they are known take these means of slipping in their vote without running the risk of being sworn. THE LAW IS CLEAR THAT SUCH PERSONS MUST BE SWORN.

Voters Unable to Mark the Ballot Papers.

44. Any person, who from blindness, or other physical cause, cannot mark his ballot, *or who is unable to read*, can have his ballot marked by the Deputy Returning Officer.

45. If a person finds that another person has voted in his name —in other words, that he has been personated—he is entitled nevertheless to insist on voting.

Counting the Ballots.

46. The agents must remain in the polling stations and see that the ballots are properly counted. The ballots which are not to be counted are:

(*a*) Those not supplied by Deputy Returning Officer.

(*b*) On which votes are given for more than one candidate, except in Ottawa, where every elector is entitled to vote for two candates.

(*c*) On which anything is written or marked by which the voter can be identified.

47. The objections made to any ballot should be noted by the Deputy Returning Officer. It is the duty of the agent to see that this is done.

Important.

48. Before leaving the polling station each agent should obtain, and safely keep, a written statement of the result of the poll, duly signed by the Deputy Returning Officer, the Poll Clerk, and the agents present who are willing to do so.

Candidate and His Agent.

49. The Secretary or Manager should at once secure copies of the Election Act. These in compact form can be purchased from the King's Printer, Parliament Buildings, Ottawa, Ont.

50. A copy of the Act should be given to the chairman and secretary in each Polling Division, and the candidate and his election agent should at once become familiar with the provisions of the law.

51. Particular attention should be paid to the nomination papers. Care should be taken to see that the parties signing the nomination papers are electors in the Riding, that the form is correctly filled in every detail and that the deposit money (legal tender, or in bills of any Chartered Bank doing business in Canada, or a cheque accepted by such a Bank) is paid in, in good time and the receipt of the Returning Officer for the same is secured.

The Secretary or Manager.

52. Secure copies of the Voters' Lists and Election Act, as pointed out elsewhere in these suggestions.

53. The work of organization may at first be discouraging, but you will find as the committees meet the gatherings will grow in enthusiasm.

54. Experience teaches that a capable man can go into a district where there are not over half a dozen friends of a good cause, but by care and judgment these can be instructed and guided so that by a persistent canvass scores of new adherents to the cause will be enlisted. With small beginnings, meetings are often held in private houses, and as each neighbor knows how he stands with his fellows he can judge who is best to conduct the canvass. The coming together quietly of a few men interested in a good cause is sure to produce a bond of cordial feeling and confidence. Every good cause profits by this, and please do not overlook this method. It is the best yet devised.

55. You will save the candidate much time and trouble by keeping him thoroughly posted on the progress of the canvass, so that he may devote his time to those who are halting between two opinions. He can canvass them personally or correspond with them. An aimless canvass is sure to breed disaster.

56. Those who are sure to vote for our candidate know that his time will be taken up in inducing others to side with them, and they should not expect him to lose time calling upon them, but, on the contrary, they should aid him all they can and canvass without ceasing.

57. Have all the papers for agents or scrutineers signed by the candidate in good time.

58. The agents should be appointed in time to prevent all mistakes.

59. The papers necessary for this should be furnished by the Riding Association.

60. Do not fail to have copies of this pamphlet in the hands of committeemen, canvassers, scrutineers and agents, besides furnishing them with a sufficient number of copies of the Election Act.

61. Mistakes are frequently made by the party taking it for granted that the organization for the last election is still responsive and that each committeeman is in a position to take whatever work is assigned to him. So, without fail, revise the organization in each Polling Division as a first step.

62. Prepare blank forms for frequently securing reports from the committees in each Polling Division. This you will find will be a good incentive to systematic work.

63. It is system that is effective.

64. Keep on hand a sufficient supply of these suggestions to supply new workers and those who mislay their copies. You will find this necessary.

Meetings and Speakers.

65. Meetings should be advertised (*a*) in the local newspapers; (*b*) by large posters; (*c*) by dodgers about twice the size of this page. These last could be distributed at schoolhouses and other places where people, young and old, assemble. This last method is the very best to be adopted for meetings suddenly called, or when a leading speaker is to be present.

66. All speakers should be fully informed of the local conditions where they are to speak.

67. Enthusiasm can be developed by having a number of our young men accompany speakers to their meetings.

68. Be careful not to let the desire for public meetings eclipse the work of organization.

69. Never let a meeting go by default.

70. Local conditions must be considered in deciding whether you will have speakers at the meetings of other parties or not.

71. It is unfair to speakers from a distance not to advertise the meetings for them properly. It is unfair to the party locally and throughout the country.

72. Upon every bill announcing a meeting, print upon it the date of the polling.

The Candidate.

73. In your canvass you may find voters who, in the past, supported the party who are now dissatisfied. The question for them is to decide whether they shall vote for you and their principles, or for no principles.

74. Take nothing for granted. Be sure of this and make a personal canvass of everyone who has shown an inclination to break away from old political associations.

75. Public meetings should not be kept up too late, and at the close friends of the candidate should be asked to remain. At the after meeting, a personal canvass can be made and the Voters' Lists examined.

76. As to payment of election expenses see Election Act at once.

Form of Oath in Ordinary Cases to be Administered at an Election to a Voter by Virtue of Manhood Suffrage.

(1) You swear 1 That you are the person named, or intended to be named, by the name of in the list of voters now shown to you in the poll book.

(2) That you are a British subject by birth or naturalization.

(3) That you have resided within this Province for nine months before the 2 day of , being the day fixed by statute or by by-law authorized by statute for beginning to make the assessment roll in which you were entitled to be entered as a person qualified to vote.

(4) That you were at the date aforesaid in good faith a resident of and domiciled in the municipality in the list of which you were entered; that you have resided in this electoral district continuously from the said date3, and that you are now actually residing or domiciled therein.

[(3) That you have resided within this Province for twelve months before the2 day of , being the day up to which complaint could be made to the County Judge under *The Ontario Voters' Lists Act* to insert the name of any person in the list.

(4) That you were at the time aforesaid in good faith a resident of and domiciled in the municipality in the list in which you were entered; that you have resided in this electoral district continuously from the said date3, and that you are now actuallly residing and domiciled therein.]

(5) That you are entitled to vote at this election and in this municipality.

(6) That you are of the full age of 21 years.

(7) That you have not voted before at this election, either at this or any other polling place.

(8) That you have not received anything, nor has anything been promised you, either directly or indirectly, either to induce you to vote at this election, or for loss of time, travelling expenses, hire of team, or any other service connected therewith.

(9) And that you have not directly or indirectly, paid or promised anything to any person, either to induce him to vote or to refrain from voting at this election.

So help me God.

Duties of D. R. O.

Section 65 of the Dominion Elections Act reads as follows: "An elector, if required by the Deputy Returning Officer, the Poll Clerk, one of the candidates, or an agent of a candidate, or by any elector present shall, before receiving his ballot paper, take such oath of qualification as by the law of the Province he may in the like case at a Provincial election be required to take, such changes having been made in the form of oaths as are necessary to make it applicable to the election being held, and shall also, if so required, take the oath in the form U."

Oath U is as follows:—

You swear (*or* solemnly confirm)—

(1) That you have not been disfranchised under the provisions of the *Act to disfranchise voters who have taken bribes*, or for corrupt practices under the Dominion Elections Act, 1900.

(2) That you have not voted before at this election, either at this or at any other polling place;

(3) That you have not received anything, that you do not expect anything, nor has anything been promised you, directly or

NOTE.—1 If the voter is a person who may by law affirm in civil cases, then for "swear" substitute "solemnly affirm."

2 The date to be inserted is at the choice of the elector, to be either the date fixed by law for the assessor to begin to make the assessment roll, or the last day for making a complaint to the County Judge under section 17 of The Ontario Voters' List Act.

3 In case the voter has been temporarily absent for any of the purposes allowed by law, insert the words following "except occasionally or temporarily, in the prosecution of your occupation as (mentioning, as the case may be, a lumberman or mariner, or fisherman, or in attendance as a student in an institution of learning in the Dominion of Canada, naming the institution),

Shortly after the Provincial elections in 1898 a number of men who had been away in Manitoba, the Western States and elsewhere to assist in harvest, etc., etc., and had come back to Ontario, voted. For taking the oath and voting some of them were taken before a magistrate on the ground of perjury, but they were all dismissed, the magistrate holding that to be a resident of any place a man did not need to be "stalled up there all the time." The highest Court in Ontario has also given a decision on this point, FOR BY THE UNANIMOUS DECISION OF THE FIVE JUDGES OF THE COURT OF APPEAL FOR ONTARIO, DELI PED ON JANUARY 24th, 1899, IN RE "VOTERS' LIST OF THE TOV IP OF SEYMOUR," A VERY LIBERAL CONSTRUCTION HAS BEE LACED UPON THE CONTINUOUS RESIDENCE REQUIRED BY THE ACT. THEIR CONTINUOUS RESIDENCE WAS TO BE STRICTLY CONSTRUED, OR WHETHER IT MEANT NOTHING MORE THAN A RESIDENCE WHICH THE PARTY HAD NOT LEFT FOR GOOD * * * * WE ARE OF THE OPINION THAT THE WORD CONTINUOUS DOES NOT MEAN THAT THE PARTY MUST CONTINUE THERE FROM DAY TO DAY, IF HE LEAVES FOR A TEMPORARY PURPOSE, SIMPLY, WITH THE INTENTION OF RETURNING, THAT DOES NOT DEPRIVE HIM OF THE FRANCHISE. IT IS A CONTINUOUS RESIDENCE UNTIL A NEW RESIDENCE HAS BEEN TAKEN UP."

Please bear in mind this meaning of "continuous resident," and it will save much trouble, and will result in many who are properly entitled to vote going to the polls and without fear or favor taking the oath and marking their ballots.

indirectly, to induce you to vote at this election, either for loss of time, travelling expenses, hire of team, or for any other service connected herewith;

(4) That you have not, directly or indirectly, paid or promised anything to any person either to induce him to vote or to refrain from voting at this election.

(5) That you are not otherwise disqualified from voting at this election. So help you God.

Directions for the Guidance of Electors in Voting.

The voter is to vote only for one candidate, unless two members are to be returned for the electoral district, in which case he may vote for one or two candidates as he thinks fit.

The voter will go into one of the compartments, and, with A BLACK LEAD PENCIL there provided, place a cross or crosses within the white space containing the name of the candidate or of each of the candidates for whom he votes, thus X.

The voter shall then fold the ballot paper so that the initials and stamp on the back and the number on the counterfoil can be seen without opening it; he shall then return the ballot paper so folded to the Deputy Returning Officer, who shall, in full view of those present, including the elector, remove the counterfoil, destroy the same, and place the ballot paper in the ballot box. The voter shall then forthwith quit the polling station.

If a voter inadvertently spoils a ballot paper so that he cannot conveniently use it as he desires he may return it to the Deputy Returning Officer, who shall give him another.

If a voter votes for more candidates than he is entitled to vote for, or places any mark on the ballot paper, by which he can afterwards be identified, his vote will be void and will not be counted.

If the voter fraudulently takes a ballot paper out of the polling station or fraudulently delivers to the Deputy Returning Officer to be put into the ballot box any other paper than the ballot paper given him by the Deputy Returning Officer, he will be subject to be punished by fine not exceeding five hundred dollars and not less than one hundred dollars, or by imprisonment for a term not exceeding two years and not less than six months, with or without hard labour, in default of payment.

Front Form of Ballot Paper as Received by the Voter.

The black line above the first name shall extend to the upper edge, and the black line below the last name shall extend to the lower edge of the ballot paper, and all black lines be prolonged to the edge of the paper.

1 **WM. R. BROWN**
of the City of Ottawa, Barrister.

2 **FRANK HAMON**
of the City of Ottawa, Artist.

3 **JOSEPH O'NEIL**
of the City of Ottawa, Gentleman.

4 **JOHN R. SMITH**
of the City of Ottawa, Merchant.

The voter makes a cross X in the white space containing the name of the candidate for whom he votes.

ELECTION DAY.

INSTRUCTIONS FOR AGENTS.

Agents (Scrutineers) to act in Polling Stations on election day should be carefully chosen beforehand and thoroughly understand their work. They should have written authority from the candidate to act but if it should so happen that this has unfortunately been overlooked any elector may undertake to act on taking the oath of secrecy. A copy of a form of certificate follows herewith, also the forms necessary to enable a man to act and vote where he acts though his place of voting is elsewhere in the riding.

Forms.

APPOINTMENT OF AGENT.

I, one of the candidates at the election for the House of Commons for the electoral district of do under the authority of "The Dominion Elections Act," hereby name and appoint as my agent for polling station number of the said electoral district.

As witness my hand this day of 190

Candidate.

REQUEST FOR CERTIFICATE

190.....

Returning Officer for the Electoral District of , Esq.,

Please grant me a certificate to enable me to vote at Polling Station No. as agent of one of the Candidates as per appointment herewith exhibited to you, and deliver Signed Certificate to the bearer hereof.

Yours, etc.,

A voter in Polling District No.
Electoral District of

CERTIFICATE TO ENTITLE AGENT TO VOTE.

I, the undersigned returning officer for the Electoral District of do hereby certify that is an elector entitled to vote at polling station number of said Electoral District, and that he has been appointed agent for one of the candidates at the election for the House of Commons for the said electoral district for polling station number of said district, and is entitled to vote at said last numbered polling station

As witness my hand this day of

Returning Officer.

Who Can Vote.

As to who can vote see first pages of this book and especially remember that property qualification of any kind is not now required. All voters are Manhood Franchise voters. There is no such thing now as a man being allowed to vote in more than one riding. He votes where he resides no matter though he may own property in many ridings.

THE FACT THAT A MAN'S NAME IS ON THE VOTERS' LIST DOES NOT ENTITLE HIM TO VOTE. YOU WILL FIND THAT THROUGH NOT FULFILLING THE QUALIFICATIONS OF RESIDENCE ALONE PREVIOUS TO THE MAKING UP OF THE LIST, THAT MANY UNFRIENDLY PERSONS ON THE LIST HAVE NO RIGHT TO BE ON. KINDLY READ THE OATH NOW SO THAT YOU WILL BECOME FAMILIAR WITH IT AND HAVE SUCH UNFRIENDLY PERSONS SWORN.

The Ontario Franchise Act specially mentions certain Dominion office holders as not entitled to vote, but the Dominion Franchise and Election Acts provide that these men if otherwise qualified may vote. There is a form of oath for them to take if need be. (See sec. 64, Dominion Election Act.)

All soldiers despatched from Canada for military service, or performing military service within Canada, whether as an officer, a non-commissioned officer, or a private, or in any other capacity, or while serving His Majesty in any military capacity, or acting as a war correspondent in connection with any war in which a Canadian contingent is serving, are not debarred from voting by reason of absence or by reason of name not being on the voters' list. There is also a short form of oath (Section 69 Election Act) which applies to these voters.

While the Dominion Franchise Act adopts the Provincial Franchise, THE DOMINION PARLIAMENT DID NOT ADOPT THE PROVINCIAL ELECTION ACTS. THE DOMINION HAS ITS OWN ELECTION ACT, AND THERE IS NO SUCH THING AS A "TENDERED" BALLOT IN A DOMINION ELECTION. ON THIS POINT IT IS WELL TO REMEMBER THE FOLLOWING SUBSECTIONS FROM SECTION 64 OF THE DOMINION ELECTION ACT:—If the elector's name is found on the list of voters for the polling division of the polling station, he shall, subject to the provisions hereinafter contained, be entitled to vote. If, in any polling division where by or under the provincial law no list of voters is required or provided, he is qualified, he shall be entitled to vote.

Objections to Voters.

The chief grounds for objections may thus be summarized:

(a) That the person presenting himself is not the person named, but is personating some elector. If the agent is not satisfied of the identity of the person tendering himself as a voter (and one at least of the agents should be well acquainted with all the electors of the Polling Sub-division, he should require that he be sworn.

(b) That he is not of age.

(c) That he is not a British subject.

(d) That the Voter has been engaged or performed services in connection with the election for which he has been paid or expects to be paid or rewarded.

(e) That he is suspected to have been bribed for this election, or has bribed someone else for this election.

(f) That his travelling expenses have been paid or promised.

(g) That his team has been hired.

(h) That he has already voted in this or in another Polling Division.

(i) If he asks to vote as an agent and two agents of the same Candidate have been admitted to the Polling Station he must be rejected.

Insist on this and do not allow such a vote to be cast even though a certificate be presented.

(j) That he does not fill all the requirements as to the length of residence.

(k) That he is not now a resident of the Electoral District (Riding).

The general oath for voters is published in the preceding pages as well as the form of ballot and the instructions as to the marking of the ballot. Besides the short forms of oath to be taken in certain cases as given in the Dominion Elections Act, the oaths regarding qualifications of voters are those in the Ontario Law. The Deputy Returning Officer will have copies of these and you can refer to them as below:

Oaths having reference to the following subjects will be found in the Ontario Election Act:

Manhood Suffrage, ordinary cases	Form 16
Manhood Suffrage in cities and towns where Registration Act applies	" 17
Where no Assessment Roll	" 18
Inability to read	" 23
Unenfranchised Indian where an Assessment Roll	" 19
Unenfranchised Indian where no Assessment Roll	" 20

He Can Vote.

PLEASE REMEMBER THAT ONCE A MAN GETS THE BALLOT IN HIS HAND HE CANNOT BE SWORN OR BE MADE TO RETURN THE BALLOT. HE CAN VOTE AND THE VOTE IS GOOD.

Agents Read Carefully.

1. Before Polling day get your written authority to act for your candidate and take this certificate with you to the Polling Station. See to it that the secretary or manager or organizer for the Riding enters in his book where you are to be located.

2. If you have a vote in the Riding, but not at the place where you are to act as agent, get a certificate from the Returning Officer stating where you have a right to vote. Without this certificate you cannot vote where you are to act.

3. You can take the oath of secrecy before the Deputy Returning Officer where you are to act. You may take the oath before the Returning Officer or Justice of the Peace. (See Form 9, Election Act, Sec. 68.)

4. Be sure you are well posted on what you are to do with reference to each voter before you get to the Polling Station.

5. Your colleague should also be well posted as to all the conditions.

6. Be prepared to be at the Polling Station at 8:30 in the morning, or earlier, and remain there until the votes are counted. The counting does not begin until after five o'clock, at which hour the Poll closes.

7. Provide yourself with slips or cards, so as to keep posted just how the vote stands from hour to hour and know how many of our friends have yet to vote.

8. Only two agents of a candidate are allowed to act and be careful to remember this so that certificates may not be presented by several. It is a trick to give certificates of agency to persons whose right to vote elsewhere is doubtful. Please bear this in mind.

9. Look out sharply to prevent voters being personated and make a note of anything wrong, which you may see, and report it to headquarters

10. See that each friendly voter is properly instructed and knows how to mark and fold his ballot

11. Do not allow a friendly voter to have his ballot kept from him on account of the mis-spelling of his name, or the wrong christian name, or the wrong designation, or a mistake in the number of his lot, or other description, for so long as he can swear he is the person designated on the list, he can vote.

12. Be sure the nature of the oath is explained to any friendly voter, so that he will not refuse to be sworn and so lose his vote.

13. The outside scrutineers should keep "tab" of the names of those who have voted and also make a memo. of the actions of mysterious looking men who may be loitering about.

14. If an opposition voter, who may be marked to vote elsewhere, presents himself—certificate or no certificate—swear him and advise the agents at the other Polling Station and thus prevent men from voting twice.

15. If a friendly voter has been personated, he can vote on taking the oath. (See Election Act, Sec. 74.)

16. If a friendly voter is blind, or illiterate, etc., you can, along with the D. R. O., assist him to mark his ballot.

17. If a friendly voter spoils his ballot see that he gets a new one (Sec. 75 of the Act) and that the spoiled one is marked cancelled.

18. If voter cannot understand English have an interpreter sworn in to explain. (Section 75 of Act.)

19. Do not treat. Give no money. Hire no vehicles. Exercise no undue influence. Allow no liquor about the Polling Station.

20. Prevent personation, substitution and repeating.

21. Remember that if a voter once refuses to take the oath he cannot again be admitted to vote, see to it that the oath is explained and that friendly voters are not "bamboozled" until they quit and do not vote.

22. Once a voter gets a ballot he has a right to use it, whether he has been sworn or not. (See Section 72 of Election Act.) When a friendly voter therefore gets a ballot, he should at once mark it and have it deposited into the box. He cannot be sworn after he gets the ballot paper. Remember this, every ballot is counted no matter by whom cast.

23. Section 80 of Election Act reads as follows: Immediately after the close of the poll, the deputy returning officer shall first place all the spoiled ballots in an envelope and seal it up, and shall then count the number of voters whose names appear on the poll book as having voted, and make an entry thereof on the line immediately below the name of the voter who voted last, thus: "The number of voters who voted at this election in this polling division is .....(stating the number)," and he shall sign his name thereto; then, in the presence of and in full view of the poll clerk and the candidates or their agents—and if the candidates and their agents or any of them are absent, then in the presence of such, if any, of they as are present, and of at least three electors,—he shall open the ballot box and proceed to count the number of votes given for each candidate, giving full opportunity to those present to examine each ballot In counting the votes he shall reject all ballot papers which have not been supplied by the deputy returning officer, all those by which votes have been given for more candidates than are to be elected, and all those upon which there is any writing or mark by which the voter could be identified, other than the numbering by the deputy returning officer in the cases hereinbefore provided for.

24. Only two agents for each candidate are entitled to be present. If possible, arrange to have all objected ballots laid aside before you argue for their rejection or validity, so that you may see how the ballots will affect the count. Examine carefully back and front each ballot marked for an opposition candidate. If it is not marked exactly as required by law, or if it has any improper mark, get the Deputy Returning Officer to reject it, and to mark it rejected. If he refuses to do so, object to it, and get him to make a note of your objection, and to mark

the ballot as required by section 81 of the Election Act- (that is, he must number each objection, and put a corresponding number on the ballot objected to.) You should also make a note of your objections, and of the number which it bears, on the Deputy Returning Officer's list of objections. In like manner make a note of all objections made by opposition agents to any ballot for your candidate. You will, of course, do your utmost to prevent any ballot for your candidate being rejected. Object to any ballot for an opposition candidate which has not on it the Deputy Returning Officer's initials. (See section 81 sub-sec. 2 of Act.)

25. The following modes of marking ballots are valid, and you need not object to any so marked:

(1) With a proper cross WITH A BLACK LEAD PENCIL on any part within the white space containing the name of the candidate. (See section 51 Dominion Election Act.)

(2) An irregular or awkward mark in the nature of a cross, so long as it does not lose the form of a cross. If the lines cross at any point it is good.

(3) With an ill-formed cross, or with small lines at the end of a cross, or with a line across the centre of one of the lines of the cross, or with a curved line like the blades of an anchor. (North Victoria Case, Hodgins, p. 671.)

(4) An irregular mark in the figure of a cross, so long as it does not lose the form of a cross. (Monck Case, Hodgins, p. 725.)

(5) A cross with a line before it. (Monck Case.)

(6) A cross rightly placed with two additional crosses, one across the other candidate's name, and the other to the left. (Monck Case.)

(7) A double cross or two crosses. (Monck Case.)

(8) Ballot paper inadvertently torn. (Monck Case.)

(9) Inadvertent marks in addition to the cross. (Monck Case.)

26. Ballots Marked as Follows are BAD:—

1. A single stroke instead of a cross. (Monck Case; North Victoria Case.)

2. Two single strokes not crossing. (Monck Case.)

3. Ballots with the candidates name written thereon in addition to the cross. (North Victoria Case.)

4. Ballots marked with a number of lines. (North Victoria Case.)

5. Ballots with a cross for each candidate. (North Victoria Case.)

6. All those upon which there is any writing or mark by which the voter can be identified.

27. Make a copy of all ballots rejected and all marks on them, and of all objected to by yourself or the opposite agents.

28. As soon as your work at the Polling Station is done, but not before, go at once to the Central Committee Rooms and report.

29. Get a statement of the result of the poll as below:—

Statement of the Poll, after Counting the Ballots.

POLLING DIVISION NO. .....

ELECTORAL DISTRICT OF .....

Number of Ballot Papers received from the Returning Officer		
Number of Ballot Papers cast for		
" " "		
" " "		
" " "		
" " "		
" " "		
" " "		
" " spoiled		
" " rejected		
" " not used and returned		
Totals		

I hereby certify that the above statement is correct.

Dated at .....

.....19 .....

Deputy Returning Officer..

.....

Agent.

.....

Agent.

NAMES TO BE CANVASSED.

NAMES TO BE CANVASSED.

NAMES TO BE CANVASSED.